

# SWFWMD Checklist for the Operation of Unmanned Aircraft Systems (UAS)



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## 1. PURPOSE

This document is intended for internal SWFWMD use to assist Project Managers (PM), the Project Management Office (PMO), and Risk Management (RM), to determine the documentation required for a SWFWMD Consultant to provide Unmanned Aircraft System (UAS) services. The types of services (SWFWMD UAS Project Type Guidelines.pdf) and Federal Aviation Agency Regulations and other SWFWMD requirements (Guidelines and Specifications for UAS Operations.pdf) are documented separately.

The following pages include:

1. A Checklist of all documentation that MUST be submitted to SWFWMD during the Task Work Assignment (TWA) process and prior to issuance of Notice to Proceed, except for those to be submitted after the completion of a mission. These are the same documents that MUST be in the possession (on-site) of the person operating the UAS during the UAS mission.
2. A detailed explanation of each document.

## 2. SWFWMD UNMANNED AERIAL CHECKLIST OF REQUIREMENTS

### SWFWMD UAV Checklist

	On File	On Site
1. UAS FAA Registration and Photo		
2. Proof of UAS Insurance		
3. FAA Remote Pilot in Command Certificate		
4. Remote Pilot in Command Driver's License		
5. Operations Manual		
5a. Standard Operating Procedures		
5b. Operating Instructions		
5c. Safety Mitigation Plan		
5d. Pilot Log Sheet(s) (To be provided after mission is completed)		
5e. Maintenance Log(s)		
6. Mission Specific Plan of Operation		
7. FAA Approved Waivers (as needed)		
8. SWFWMD Task Work Assignment (executed)		
9. SWFWMD Special Use Authorization (as needed)		

### 3. DESCRIPTION OF DOCUMENTS

#### 3.1 UAS FAA Registration and Photo (PhotoCopy: filed with SWFWMD and on-site)

This needs to be a copy of the FAA registration documentation including a photograph of the UAV airframe showing the tail number (if there is a tail number available) or a serial number on the airframe corresponding to the FAA registration form. We need to know that the actual airframe being used IS FAA registered.

#### 3.2 Proof of UAS Insurance (Original Document: filed with SWFWMD)

Proof of UAS insurance coverage that meets the requirements set forth in the Guidelines and Specifications for the Operation of Unmanned Aircraft Systems (UAS).

#### 3.3 FAA Remote Pilot in Command Certificate (PhotoCopy: filed with SWFWMD and on-site)

This is a copy of the FAA-issued Remote Pilot Certificate to the person offered as the pilot in command. It MUST be a photocopy and clearly show the date of activation and the date of expiration.

#### 3.4 A copy of the State-issued Driver's License for the Pilot in Command for identification purposes

#### 3.5 An Operations Manual which includes the following:

##### 3.5.1 Standard Operating Procedures (PhotoCopy: filed with SWFWMD and on-site)

This is a prepared document (not a manufacturer's User Manual) detailing the Consultant's Standard Operating Procedures for each UAV. Details may vary, but this document should include descriptions of all Consultant procedures for:

- Preflight Site Inspection.
- Preflight Weather Monitoring.
- Preflight Station Setup (and takedown).
- Preflight Airframe Checklist and Procedures.
- Preflight Equipment Inventory and Checklist.

### 3.5.2 Operating Instructions for UAS being employed (PhotoCopy: filed with SWFWMD and on-site)

This is a copy of the airframe and sensor manufacturer's User Manual and all other documentation regarding the airframe and sensor.

### 3.5.3 Safety Mitigation Plan (PhotoCopy: filed with SWFWMD and on-site)

The Safety Mitigation Plan is a document developed by the Consultant outlining the steps that the pilot in command will take in the event of unforeseen conditions that put the mission at risk as a result of either personal injury or loss of property. While the Consultant is responsible for all loss, this plan documents the procedures that the Consultant will take to insure safety.

### 3.5.4 Pilot Log Sheet(s) (PhotoCopy after the mission: filed with SWFWMD)

This is a pilot in command log (can be a check sheet) showing the details of each UAV mission.

### 3.5.5 Maintenance Log(s) (PhotoCopy; filed with SWFWMD)

This is a document showing the dates and services performed for the maintenance of the airframe and sensor used for the mission. The airframe and sensor serial numbers corresponding to the FAA registration form must match those given in the UAS FAA Registration and Photo section above.

## 3.6 A Mission Specific Plan of Operation (PhotoCopy; filed with SWFWMD and on-site)

This is the document prepared by the Consultant during the preflight planning phase of the project. It must document the methods and procedures used by the Consultant to plan the mission and specify any details that are specific for this mission (ex., flying over water, flying into caves, etc.)

## 3.7 FAA Approved Waivers for Mission Specific Operation (PhotoCopy; filed with SWFWMD and on-site)

All FAA approved mission specific waivers, (ex. flying over non-participants, flying at altitudes above 400' AGL, etc.) must be obtained prior to the mission.

3.8 SWFWMD Executed Task Work Assignment (PhotoCopy)

3.9 SWFWMD Special Use Authorization (PhotoCopy)